



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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LYNN T. BESHEAR
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A CONDITIONAL NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

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| JOB TITLE: | Mental Health Specialist IV (AOSTR Director) | NUMBER: | 17-28 |
| JOB CODE: | A6600 | DATE: | July 28, 2017 |
| SALARY RANGE: | 82 (\$59,517.60- \$90,724.80) | PCQ#: | 8813348 |
| JOB LOCATION: | Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410 | | |

MINIMUM QUALIFICATIONS: Master's degree in business administration, public administration, or in a human services field, plus experience (60 months or more) in community program administration in the area of Substance Abuse services programs, including experience (24 months or more) in an administrative or supervisory capacity. **OR** Individuals having 24 months current permanent status as a Mental Health Specialist III in community program administration in the area of Substance Abuse services programs, including experience (24 months or more) in an administrative or supervisory capacity. **Preference will be given to candidates with work history in the administration and facilitation of Opioid programs.**

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: **This is a conditional appointment position funded by grant monies. Employment may be continued based on availability of funding.** This is a highly responsible professional, supervisory and administrative work developing, directing and coordinating the day-to-day operations of the Alabama Opioid Strategic Targeted Response (AOSTR) Grant. Primary responsibilities involve the facilitation, planning, and monitoring of community substance abuse service provision work initiatives within the State of Alabama to fulfill the State Target Response (STR) services grant program funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Duties consists of developing formal policies and operational procedures for the Alabama Opioid Strategic Targeted Response (AOSTR) Program, including provider recruitment, enrollment, and dis-enrollment; standards of patient care and performance assessment; develop collaborative relationships with AOSTR Program partners and community policy makers necessary for

fulfillment of the program's objectives, design programs to meet the needs of AOSTR participants according to SAMHSA requirements and ADMH's program guidelines, maintain the AOSTR strategic plan and assure alignment with the strategic plan for the Office of Substance Abuse Treatment Services (OSATS); facilitate planning and delivery of the AOSTR service array based upon established needs assessment data, develop AOSTR Program service definitions where not exist, continuously monitor utilization of the AOSTR Program service array and the expenditure of related funding; plan, assign the work, and provide supervision for the AOSTR Treatment and Recovery Support Services Manager, Administrative Services Support Assistant, and Contract Program Evaluator; collaborate with the AOSTR program evaluator for ongoing evaluation of AOSTR activities, identify, recruit and use volunteers; develop annual plan and related policies and procedures for the operation of AOSTR, facilitate implementation of the annual plan, collaborate with SAMHSA as needed relative to program implementation and attend annual SAMHSA grantee meetings, make presentations before advocacy, civic, and provider and community organizations, etc., assist in the preparation of budget reports and funding requests, participate in development of AOSTR job descriptions and in the hiring process for treatment services staff, compose correspondence as necessary for areas of responsibility, and assist the Director of Substance Abuse Treatment and Development as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of community service agencies related to persons with substance use disorders. Knowledge of the clinical dynamics of persons with substance abuse. Knowledge of state, local, and federal regulations and funding sources. Knowledge and ability to analyze data and develop plans for program development. Ability to establish and maintain positive relationships with individuals served, their families, agency representatives, and the general public. Ability to provide guidance and support to individuals served, their families, and community providers. Ability to effectively intervene in crisis situations. Ability to communicate effectively orally, in writing and electronically. Ability to provide training and technical assistance in order to enhance the quality service provision. Ability to effectively supervise staff. Ability to understand and appropriately interpret standards, policies, and regulations. Ability to organize, plan, and implement work in an independent manner with intermittent general or administrative supervision. Must have working knowledge and experience in using a personal computer and related software programs. Ability to work flexible hours, including before and after the established work hours.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with individuals.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled.